



# ADMINISTRATIVE NOTES



Superintendent  
of Documents  
Stop SLIC

LIBRARY PROGRAMS SERVICE  
Washington, DC 20401

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## MAP NEWS

At the Cartographic Users Advisory Council held on March 25 at the U.S. Geological Survey, Charles Bennett of the USGS provided the following information for map libraries:

1. USGS sendings of the backlogged DMA maps have temporarily stopped after the third shipment due to a lack of mailing tubes. New tubes are expected in the Denver warehouse in April. In early May, depositories should begin to receive shipments. An estimated 12-15 shipments are needed to eliminate the backlog.
2. The conversion of the State indexes to the new booklet format is progressing. Only about 10 states remain to be started; all are the smaller states except for Alaska. USGS expects to finish this project this summer. All booklets should be printed and available by fall. As previously announced in Administrative Notes, v.9, no.5, March 1988, GPO will distribute the indexes under Item number 0619-M-(state numbers).
3. The first of the new supplemental State indexes, which are designed to accompany the new State index booklets, has been printed. The one-sheet Colorado 7.5-minute Quadrangle Names is first off the press. The Geological Survey's Rocky Mountain Mapping Center, where these sheets will be prepared for printing, estimates completion of this project by December 1989.

# A Quick Reference Guide

## A QUICK REFERENCE GUIDE. . .

to the use of the new booklet-style State topographic map INDEX and CATALOG.

### New Format

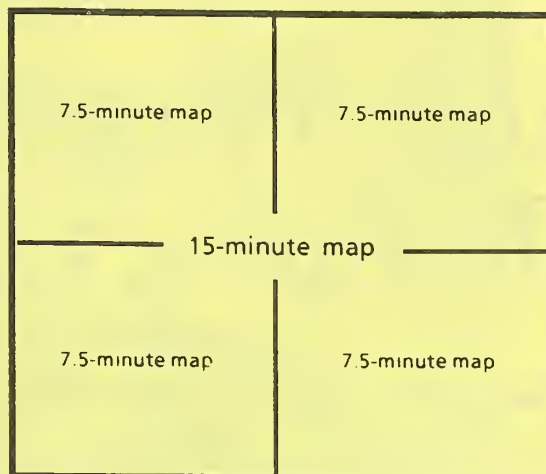
The State INDEX and its companion State CATALOG introduce a new format for locating U.S. Geological Survey maps. The State INDEX is designed to inform map users of the various series of maps produced and distributed by the Survey, and to assist users in selecting and purchasing maps. The State CATALOG lists alphabetically, by series, those maps that are published and available.

### To Order

To order a map, you need to refer to both the State INDEX and the State CATALOG:

1. See pages 1-3 in the State INDEX for information on how to select map.
2. See page 4 in the INDEX to locate general area of interest. This page contains a State location map divided into 1° blocks of latitude and longitude.
3. Once you determine the pertinent 1° block in the general area of interest, proceed to the State INDEX page number listed.

An example of how to use the State INDEX to locate a specific area of interest is shown on page 5. NOTE: To locate a specific 15-minute map, refer to the chronological listing of 1° blocks, index numbers, and names for 15-minute maps which follows the alphabetical listing of 7.5-minute maps near the end of the State INDEX. The 1° blocks and index numbers locate the southeast corner of 15-minute maps in the 1° blocks. A 15-minute map covers the same geographic area as four 7.5-minute maps.



Once you have located the desired map in the State INDEX , you need to know if that map is published. This is the purpose of the State CATALOG, which is updated periodically.

4. NOW REFER TO THE CATALOG. Maps available at the time of the publication of the CATALOG (date printed at the lower right cover of the booklet) are listed alphabetically by name, file number, date, and reference code. Reference codes are explained immediately before the beginning of the map name list.

5. Use the order forms in the CATALOG to order either published maps (Order Form P) or NCIC products (Order Form N).

6. If the name of the map you have selected in the INDEX is not listed in the CATALOG ,it is not currently available. Please check future CATALOGS for availability.

Remember, you need to refer to both booklets--the State INDEX for map names and scales and the CATALOG for map availability--before ordering or purchasing maps from a Geological Survey sales outlet or a commercial map dealer.



# Public Printer Turns His Agency Around

**Ralph Kennickell has boosted productivity, won  
the respect of muscular unions and  
regained the confidence of GPO's clients.**

.....  
BY ALAN PALLER

**H**e may not be charged with securing the nation's defense, providing economic security for the elderly or improving the health of the American populace, but from a management perspective, the public printer has one of the tougher jobs in Washington.

Confronting muscular unions and demanding, perpetually unsatisfied customers, he controls the largest job printing shop in the world. His shop had revenues of \$871 million in 1987.

Though armed with a congressional mandate to print most government documents, the public printer and his agency, the Government Printing Office (GPO), were increasingly shunned by their clientele during the 1970s. Federal agencies with printing needs invested endless hours and truly innovative thinking to avoid having to rely on GPO. Customer comments about GPO service were unprintable. GPO employees were characterized as shirkers, as people who simply did not care about quality, accuracy or timeliness.

Today, much of that has changed. Workers at all levels of GPO are going out of their way to serve. In what must be considered one of the most impressive turnarounds in

government service, GPO's reputation for service is at its highest level in a decade. Though there is still much to be done, GPO provides a case study from which other government leaders may learn.

## **An Unlikely New Leader**

The revolutionary who brought about this change was an unlikely candidate to turn around an organization employing about 5,100 people. He was a small-businessman from Savannah, Ga., running a family-owned printing company with 50 employees. Few would have expected GPO's predominantly black work force, which is represented by 17 of the toughest labor unions in government, to rally to this Southerner's goals. But rally they did.

When Ralph E. Kennickell Jr. was confirmed by the Senate as the public printer in December 1984, at age 39, he was the youngest person ever to hold the position. But in his first three years leading GPO, Kennickell has compiled an impressive record of success.

Some of the measures of success are easy to see. Cash balances have gone up 150 percent. Employment has dropped by about 300 workers, without reductions in output. Waste is down.

Harder to see, but perhaps more important, is the change in mood around GPO. Employees seem excited about their work and their organization.

Kennickell took a four-pronged approach

to turning GPO around. His first task was to tear up the four-page GPO mission statement and replace it with one sentence. "GPO," Kennickell wrote, "will be a demand-driven, service oriented agency." In that one sentence, he told his customers that their needs came first, and he told his people that service to GPO's customers was his and their top priority. To make certain GPO employees knew their mission, he put it on a 40-foot banner mounted in the GPO cafeteria.

Complaints among GPO client agencies often had centered on communication. With a view to improving service through better communication, Kennickell put GPO account representatives on the road, visiting clients to show them how they could reduce their printing costs by, for example, ordering standard-size publications. The account reps also help their clients fill out GPO paper work and choose the paper and ink that will produce the best-looking product within the agency's budget.

## **Investing in People**

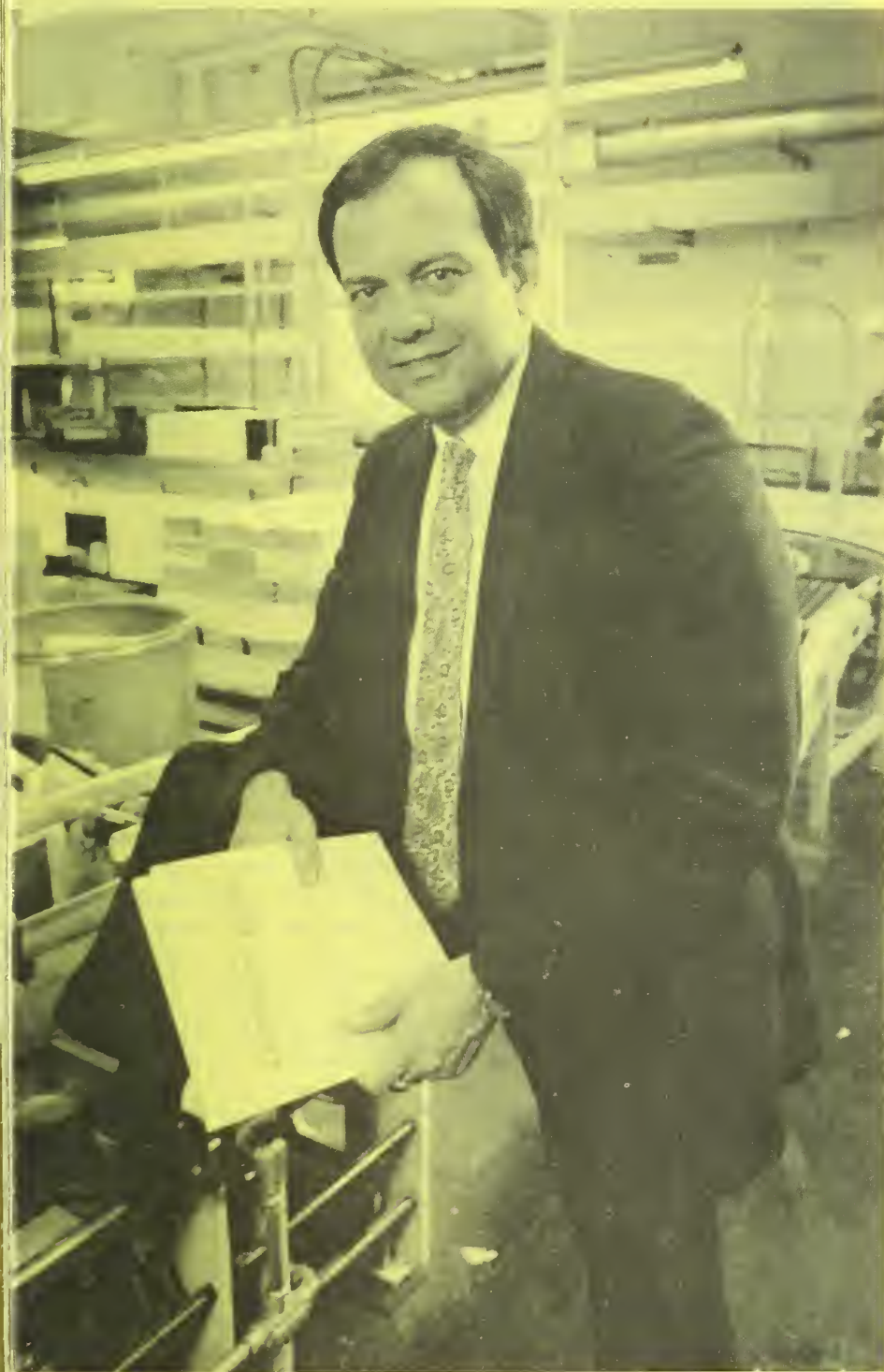
Kennickell's second step was an investment in the rank-and-file workers. He met with career leaders of the agency and asked for their ideas on improving service. Then he implemented those ideas.

He also met with more than 4,000 of GPO's employees to press the flesh and to let them know who he was. Many of those employees had never before seen a Public Printer, except in a photograph. In those

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*Alan Paller is president of AUI Data Graphics in Washington. He is a director of the National Computer Graphics Association, with responsibility for education and training. Books he has written include If You Have to Give a Presentation, Why Not Make It a Success?*





**Public Printer Ralph E. Kennickell Jr.** heads the Government Printing Office, the largest job printing shop in the world. Since his appointment in 1984, Kennickell has greatly improved his agency's ability to satisfy demanding unions and customers.

meetings, he spoke of fairness and equal opportunity.

And he did more than just talk about equal opportunity. He tripled the training budget, expanded the upward mobility program, and rewrote the incentive program so that managers could give instant bonuses for outstanding performance.

The upward mobility program focuses on employees below GS 9, although compre-

hensive career guidance services are provided for all grades. Formal programs have been set up to enable clerical employees to advance to technical positions and on to the professional ranks, and semi-skilled workers to advance to journeymen in the crafts. As often as they can, agency managers fill vacancies by promoting from within, waiving requirements for gathering outside applicants for the slots.

As part of the upward mobility effort, headquarters and field employees can get assistance in filling out SF-171 forms, attend career planning seminars and receive periodic publications on steps to enhance their competitiveness for higher level positions. GPO's career guidance publications have been used by other government agencies for their employees, and the latest, *The ABC's of Career Advancement*, was picked up by the Office of Personnel Management for distribution to small agencies.

Kennickell's concern for opportunity is emphasized again and again through his personal monitoring of the use each manager makes of the training and bonus budgets. "I get antsy and make comments when a manager is not spending enough in those areas."

His investment in the employees paid off quickly. The most important effect was improved customer service. But it also became apparent when one GS 7 artist spontaneously created a poster celebrating the agency's work, staying late so that he could still get his other work done.

Although the unions represented at GPO are strong and occasionally militant—they were among those that staged a bitter strike against The Washington Post Co. in the mid-1970s—Kennickell's relations with them seem good. "He has not always agreed with us, and we have not always agreed with him, but we have been able to work out amicable understandings when we do disagree," says Robert Petersen, president of the Columbia Typographical Union.

George E. Lord, chairman of the Joint Council of Unions, which represents all the unions with workers at GPO, says, "Ralph has a real feel for people, which comes from his experience in a small business. Mr. K. brought that with him to GPO."

The third Kennickell move was a commitment to his managers that they would not be punished for failure. There was a big "but," however. He also told them, "If you repeat a historical mistake, you are dead meat."

Most of the GPO managers had never before been given the freedom to innovate, to use their experience and knowledge, and try out new ideas.

The managers knew what the problems were, and they were just as concerned about them as were GPO's customers. They also knew how to solve those problems. By giving his managers freedom and confidence, Kennickell unleashed their creativity and energy for tackling the service problems faced by the agency's clients.

### Computer Control

Kennickell's fourth important action was an on-line computer system that gave him and every GPO manager down to the supervisory level immediate access to all key GPO



performance information. "My executive information system (EIS)," says Kennickell, "is an extension of my personality."

The EIS concept emerged out of Kennickell's frustration with lengthy computer printouts that did not answer even simple management questions.

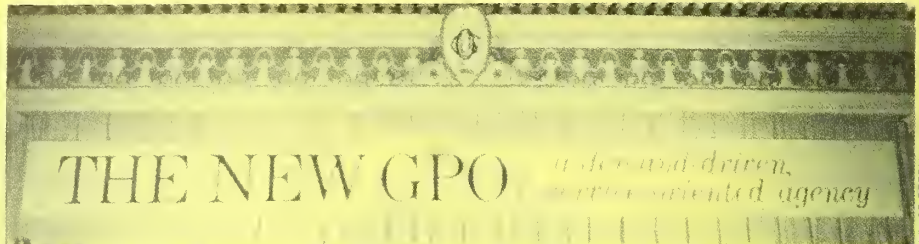
A few days after he arrived on the job, a pile of printouts was put on Kennickell's desk. He asked an assistant what he was supposed to do with it and was told, "That's how you run GPO."

He looked through a few pages, decided he wasn't smart enough to use the listings, and threw them away.

A month later, he received the next edition of the same listings. This time he telephoned his personnel director and asked "Who's responsible for preparing these? I am going to abolish their jobs!"

"I couldn't manage GPO with those reports," says Kennickell. "No one could."

In place of the useless printouts, GPO implemented its new EIS, a computer system that makes tabular and graphic summaries of key data available at the touch of a button. The new system offers data that's much more timely and comprehensive than that provided by the old system. It provides instant, easily understandable analysis of leave-time used, inventory turnover and



The public printer mounted this 40-foot banner in GPO's cafeteria to remind employees that service to customers is the agency's top priority.

cash balance control. Spoilage of printed products was not tracked by computer in the old system, but is now, allowing quicker action to deal with spoilage problems.

The EIS is not for Kennickell's use alone. Instead, it is used to show managers throughout GPO the data that the public printer considers necessary to effectively manage the organization.

To establish the EIS, Kennickell set up a team of information systems people and told them the key business problems he wanted monitored: responsiveness to customer needs, cash and revenue improvements, performance and several others. He asked them to ask his managers how they wanted to see the data relating to each business goal. All he demanded was that the data be accurate and the graphics be interesting and easy for

anyone to read and understand.

When the team had the first version of the system together, they asked Kennickell where he wanted his terminal. He said he didn't want the first terminal; instead, the terminals were to go on supervisors' desks, where the data could do the most good.

"I am not afraid of data, and I don't want my people to be," says Kennickell. "Information is cheap. I just had to get the right information to the right people and I knew they could do a better job."

The impact was immediate. One supervisor came to Kennickell to say that he had always known there was a problem in his area, but it wasn't until he saw the charts that he recognized that it could be fixed. "We knew that there was a press-downtime problem, and with EIS we could track it," says Jim Hickey, superintendent of the GPO press division. "We showed our supervisors the system, and they could see where the problems were. That improved productivity."

After a few weeks, during which his managers got comfortable with the system, Kennickell got his own terminal and immediately started making changes. He made certain that every performance chart also showed standards, so his people could see how well they were doing. He also added "high-interest charts" to monitor short-term problems.

Today he uses the system to monitor costs and performance and to show visitors graphic summaries of the results of his management program.

Kennickell's management program is not a magic wand that has erased all problems. Some of GPO's customers still complain of contracting officers at GPO who contract-out printing to commercial companies that produce shoddy work. They are particularly frustrated by GPO's habit of allowing the same office that made the contract decide whether a customer's claim of shoddy work is valid.

But overall, GPO's clients laud the agency for a turnaround in customer service.

Government's job is providing services, and Kennickell has drawn a road map to improved service that other agencies may wish to follow. □

## GOVERNMENT'S BIGGEST PUBLISHERS

The *Congressional Record*, printed overnight every day that Congress is in session, is probably the best-known of the Government Printing Office's many products. A congressional agency, GPO also does all the rest of Congress's legislative printing—bills, hearings, committee reports.

But GPO is also the agency designated by statute to handle most executive branch agencies' printing. Among its other well-known publications: the *Federal Register*, which is a product of the National Archives and Records Administration, and the Commerce Department's *Commerce Business Daily*. The latter is the GPO's best-selling daily, with 55,000 copies printed at the agency's Chicago plant.

With certain exceptions, agencies are required to give any printing job worth more than \$1,000 to GPO, which contracts about 75 percent of the work out to private printers. The Central Intelligence Agency, Defense Intelligence

Agency and National Security Agency are exempt from the requirement.

The Army has been GPO's biggest customer in each of the past three years. In 1987, the Treasury Department moved up from fourth place to second place, ahead of the Navy and Congress. Treasury's printing bill rose from \$66 million in 1986 to \$88 million in 1987 largely because of the Internal Revenue Service's need to print huge numbers of new forms to implement the new tax reform law.

Listed below are GPO's 10 biggest customers, along with the amounts the agency billed them in 1987, in millions of dollars:

Army	\$117	HHS	48
Treasury	88	Air Force	47
Navy	78	GSA	22
Congress	71	Agriculture	22
Postal Service	51	Interior	19



## SUMMARY OF MEETING

## DEPOSITORY LIBRARY COUNCIL TO THE PUBLIC PRINTER

Charleston, S.C. \*\*\* March 9 - 11, 1988

## Call to Order and Greetings

The spring meeting of the Depository Library Council took place at the Sheraton Charleston Hotel, Charleston, S.C. on March 9-11, 1988. The meeting was called to order by Chair Clyde Hordusky. Brigadier General George Menehan, Vice President of the Citadel, welcomed the group to Charleston. David Cohen, Director of the College of Charleston Library, extended the invitation to a reception that evening on the campus of his college sponsored by the College of Charleston, The Citadel, Baptist College, the Medical University of South Carolina, Clemson University, the University of South Carolina, Columbia and the South Carolina Library Association.

## Overview by the Public Printer

Ralph E. Kennickell, Jr. welcomed the group as a graduate of the Citadel as well as in his capacity as Public Printer. He observed that the Government Printing Office and the Library Programs Service had come a long way in the last three years. This year he is asking Congress for increased funding - a total of \$26.8 million - or an increase of 8.5% for the depository library program. Under his leadership the Government Printing Office is moving to the forefront of many issues dealing with the information business and society, particularly in the area of literacy. This spring he and his Academic Advisory Council are convening a symposium on "Illiteracy in America and the Image of the Print Media" in an unprecedented attempt to mobilize the printing industry in support of efforts to improve literacy in America. He hopes that GPO will be a major player on this issue.

Superintendent of Documents Don Fossedal then made a brief announcement that, due to the current litigation over a microfiche contract, GPO staff had been advised by counsel not to comment further on the microfiche issue.

## Panel on Literacy

Charles Potter, GPO's Literacy Coordinator and moderator of the panel discussion introduced the members of the panel: Scott H. Williams, Associate Professor of Technology at Georgia Southern University and Mark Scully of LPS. Due to a mixup, Dr. James McCormick, Regional Representative of the Department of Education, was unable to attend. Mr. Potter outlined some of the activities GPO has undertaken to promote literacy. They have begun providing information about literacy to their customer agencies and trying to facilitate improved communications between client agencies who are publishing materials directed towards persons who may have trouble reading and the Department of Education which can help them produce materials suitable for these targeted populations. GPO is helping its employees participate on an individual basis in the Federal Employees Literacy Training Program.

Panel member Scott H. Williams is a member of the Public Printer's Academic Advisory Council which provides input to GPO regarding current trends

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and issues of concern in the academic world. Their main interest right now is literacy. He cited estimates of from 27 to 30 million functionally illiterate adults in the United States, and another estimate from the printing industry that one third of the marketplace is unable to use printed materials. Not only is illiteracy eroding the market for printing, but the industry is affected directly by the functional illiteracy of its own employees, particularly unskilled workers in the bindery. The symposium in May will include representatives from education, the printing industry, professional associations and government. They will share viewpoints and suggestions of possible short and long term solutions with the aim of implementing ideas that will benefit all segments of the printing industry.

Mark Scully talked about his aims and objectives in becoming a literacy volunteer under the Federal Employees Literacy Program. He is taking the Laubach training course and he has already been informed that he will be assigned to the Second Genesis Drug Rehabilitation Program in Montgomery County, Maryland. He also underscored the importance of literacy as it relates to government documents which portray the basic rights of all Americans. GPO will publish a bibliography of literacy-related government documents and there will be an announcement about the symposium in Administrative Notes. As further examples of suggestions to promote literacy, Mr. Potter cited improved design of forms, making printed products more attractive, using pictures and pop-up devices, etc. The session was then opened up to questions and suggestions from the audience.

Mr. Kennickell returned to the podium to report that in the preliminary draft of the Office of Technology Assessment study on government information policy which he had just received, the depository system and the overall Superintendent of Documents operation shows up well. He characterized the present situation as a turning point to more efficient management and dissemination of government information, in which GPO was in an excellent position to play a leadership role. He reiterated his interest, expressed to Congress last year, in the possibility of GPO's assuming the functions of the National Technical Information Service.

#### Marketing Update

Charles McKeown, GPO's Director of Marketing, reported that the job of Marketing Librarian, left vacant by Jan Erickson's move to the Information Technology Program, will be filled shortly. The job has been enhanced and expanded and a new position description written. In the meantime there has been no lessening of the depository marketing effort. Joyce Truman, Marketing Media Placement Specialist, is continuing to plan for a new series of broadcast PSAs which they hope will contain information on electronic dissemination. They will be redistributing some of the original PSAs to cable TV systems. Their last distribution of this kind reached 4 million households. They would appreciate reports of any viewings or hearings of broadcast PSAs and of any in the print media as well. They are making headway in their project for getting depositories listed in the blue pages of telephone directories. Their traveling displays of books relating to the Constitution are booked until July, but may be available after that. They have developed a stand-alone, countertop, take-one display box for distribution of the postcards used to request copies of U.S. Books. They will let us know in Administrative Notes when it is available and



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how they will distribute it. They are testing the efficacy of putting print ads for GPO in convention programs of state library associations. They will let us know how it turns out. With regard to bookstores, Mr. McKeown stated that they were now getting them listed in local yellow pages under "book dealers." They will also be listed in the blue pages. The bookstores are now officially referred to as U.S. Government Bookstores. The new slide show "Keeping America Informed" is now in production and will be shown at the next Council meeting. The show has been structured with exchangeable modules which allow it to be adapted to the needs of different audiences. He is proud of the achievements of his office and welcomes input and suggestions from the depository community. In answer to several questions he emphasized that before sending out shipments of promotional materials, his office must have a good address and the name of the person who requested the material and will accept delivery. In answer to a question about why government publications are not more widely available in bookstore chains, Mr. McKeown cited various statutory limitations that are under regarding dealer discounts, payment in advance and a no returns policy. To a question about the possibility of GPO having an 800 number for ordering sales publications, he said that they have seriously considered this and are at present looking for some way to handle crank calls, etc.

#### Joint Committee on Printing Update

Tony Zagami, General Counsel of the Joint Committee on Printing, welcomed attendees on behalf of the Committee and its staff. He announced that the staff has a new Deputy Director - John Chambers. He explained for those in the audience who were not familiar with the JCP the makeup of the committee. Their mission is to oversee the printing and distribution program for federal publications under Title 44. There has been some progress in the dissemination of electronic publications. JCP was successful in getting some language into Section 309 of Public Law-100-202 which protected GPO's ability and prerogative to do the printing for the Federal Government in the wake of last spring's change in the Federal Acquisitions Regulations which would have permitted federal agencies to take their printing out of GPO. He read to the audience a letter which was sent to all heads of departments and agencies in January of this year pointing out that, with a few exceptions, printing products and services procured from commercial sources must be obtained through the U.S. Government Printing Office. The new language in the law is only in effect for one year. To be effective, it will have to be repeated. He also reported that the JCP has requested the detail of a publishing specialist to the Congressional Record Index Office to help streamline the operation in order to improve its timeliness and usability.

Bernadine Hoduski reported that the Congressional Record Index improvement program is particularly interest<sup>d</sup> in getting the index to the final Record back on schedule. She said that the final index for 1981 should be published sometime in March of this year and the index for 1982 by December. They have had to spend some time refining the new software which has been developed. They are also testing a new online system for the Daily Congressional Record (both indexes and text) designed specifically for Congressional needs. In January, 1989, the JCP is publishing a new edition of the Biographic Directory of the U.S. Congress. She urged everyone to take a look at the contents of the latest Congressional Directory which has many new features.

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They are now reviewing the uses and users of the directory and would appreciate input from librarians regarding information in the directory that is particularly useful or things which are not needed. She acknowledged thanks from members of the depository community for receiving the Constitution in paper and suggested that we should suggest other House and Senate documents which are particularly needed by all depositories in paper. The JCP is now allowing waivers occasionally for the use of colorful papers for covers, particularly for publications like the Iran Contra report which are in the public eye or are frequently used. Staffers are now slipping depository library bookmarks and pamphlets into all publications distributed from their office. Cynthia Bower is still working on her report and it should be ready soon. She hopes to be able to share at least bits and pieces of it. Bernadine has sent Sheila McGarr the floppy disks containing the information she has collected on fugitive documents or those non-GPO publications for which inadequate numbers of copies were received from the agency. Sheila is doing an excellent job following up on acquisition problems and working in concert with Bernadine to obtain the cooperation of the agencies. One thousand missing GAO documents have been obtained recently and are awaiting filming.

Bernadine read a communication to Council from Faye Padgett, the JCP Assistant Staff Director and Chair of the JCP Paper Specifications Committee, reporting that their Technical Subcommittee has drafted a standard for uncoated permanent (archival) printing paper. It will be identified as JCP Standard A-270. It will be formally issued in the next few weeks. JCP has asked the American Paper Institute to survey the paper industry and provide the Committee with information on the durability, price and availability of alkaline printing papers. Since each paper standard contains a paragraph suggesting the appropriate use of the standard, it would be helpful if we would submit to them information on the types of publications which most urgently require publication on permanent paper. This will also help GPO as it guides its customers in advising what type of paper to use. JCP thanks the Council and especially Linda Nainis and Ellen McGrady, for their encouragement.

A very preliminary draft of the OTA report is out. Pru Adler is looking at comparative costs of electronic vs. paper versions of three major titles. Everyone who has asked for a copy of the more final draft which will be out in about eight weeks will be sent a notice of its availability and can write for it. The report will also receive considerable internal review. The preliminary draft is also being reviewed by the Congressional committees which requested the report. With regard to the General Accounting Office survey, GAO thanks the depository community for its cooperation and hopes that the few remaining surveys will be sent in as soon as possible. Jan Erickson's plan for electronic dissemination has been sent to JCP. One thing in the plan that JCP is considering as publisher is the production of the final edition of the Congressional Record and its indexes in electronic format, such as CD ROM, for depositories. Their preliminary analysis shows that if it is sent out in some form of optical disk, it will cost considerably less than microfiche and dramatically less than paper. They have gotten the message that some libraries want their bound edition in paper. All this will be considered in the study they are doing of costs and uses of the different formats for both depository libraries and other users.



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## LPS Information Technology Program Update

Jan Erickson talked first about the preliminary Information Technology Plan submitted to the JCP in February which identified projects "appropriate within existing funds" as requested by JCP. Projects were identified and evaluated on the basis of cost, content, format, support from the agency and approach. A couple of online data bases were included, but they were more difficult to plan for than other formats. She cited cost predictions which depend on frequency of use and the problems of availability of archival information online. The use of CD ROM for government databases continues to grow rapidly and more and more agencies are interested. If all goes as planned and hoped, all depositories will receive a copy of Census Test Disk #2 within the next few months without a survey. They hope that depositories which don't have their own equipment will be able to loan the CD to another department where it can be used and also that receipt of the CD ROM will encourage more libraries to begin acquiring equipment for the future. This distribution of Census Test Disk #2 depends on whether GPO will handle the arrangements for mastering and copying the disk for the Census Bureau, which would enable them to ride the requisition for depository distribution. With regard to equipment needs, Jan referred attendees to an article in the October issue of CD ROM Review. She said "Compatibility isn't much of a problem with CD ROM drives like it used to be with PCs. Most players will handle disks in the High Sierra format which will be used to produce the Census disk. The thing you need to ask about when you buy a drive is whether or not MS DOS extensions are included. You may have to pay extra but you have to have it." Software, provided on a separate floppy disk, will provide basic search and retrieval and also will be structured so that data can easily be extracted and downloaded. The Census Bureau is considering the possibility of producing a lot of the results of the 1990 Census on CD ROM. Advantages of this project are that the Census Bureau can help lead GPO through the process and also a precedent will be set for extension of the "rider rate principle" to include CD ROMs. A new section in GPO has been established to coordinate efforts throughout GPO related to electronic publishing. They intend to expand their role in procuring CD ROM duplication services just as they do printing and to support CD ROM development services. They are planning to lease a "CD publisher system" which is a combination of hardware and software used to produce tapes suitable for mastering CD ROMs.

LPS now has several of the PS/2 microcomputers ordered last fall. Staff training has begun. She is working on programming for creating publication records and producing shipping lists. She reported briefly on the preliminary results of the GAO survey of depositories. 94% of the regionals and 82% of the selectives reported that they had microcomputers equipped with modems for receiving and transmitting data online. 71% of the regionals and 37% of the selectives reported having access to CD ROM drives, and 56% of the regionals and 35% of the selectives responded that they can use a mainframe computer to provide access to data on magnetic tape and/or disk. Both regional and selective depositories ranked a comprehensive index to federal information as the most useful online or CD OM service that could be provided. Jan is planning a survey of depository libraries relating to readiness and the impact of electronic dissemination. She concluded by saying that whereas some decisions in this area can only [be] made by Congress and authorities other than GPO, a good start has been made since last fall.

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## Fall 1987 Recommendations

Clyde Hordusky read the recommendations and Mark Scully and Bonnie Trivizas read the responses. Some points which emerged from the responses.

1. With respect to the response to Recommendation 2, it was pointed out that some non-depositories do use SuDoc numbers but would not have the shipping lists or Administrative Notes as a source of information for new classification numbers.
2. In response to a question about GPO's ability to monitor Census Bureau publication plans and distribute all Census products, Mark Scully responded that they are in close communication with their counterparts at the Census Bureau and that whatever the law dictates should be distributed to depository libraries will be acquired and distributed.
3. With regard to Census and other publications, wider margins need to be provided for binding purposes. There was some question on GPO's part whether margins were more properly the responsibility of the client agency and customer services. It was suggested that we should react directly to the Census Bureau.
4. The new inspectors are being hired.

## Regional Meeting

After the Council meeting was adjourned for the day, a meeting of regional depository library representatives was chaired by Barbara Hulyk of Detroit Public Library. The purpose of the meeting was to review progress on several projects and planning for the day-long regional meeting to be held the day before Council in the fall of 1988.

## Subcommittee Meeting

After the conclusion of the regional meeting, there was an open meeting of the Subcommittee on Electronic Distribution of the Depository Library Council to discuss their report listing some government CD ROM projects in progress. There was some discussion of problems of software charges. Bernadine Hoduski suggested that the library community might be able to get together to seek funding from foundations or private companies for costs of hardware.

## Superintendent of Documents Update

The meeting resumed on Thursday, March 10, with an update by Superintendent of Documents Don Fossedal. GPO's sales program had a good year. They had sales of \$73.5 million and a profit of \$11.5 million in 1987. A complex plan for the bookstores for the next 6 to 7 years has been basically approved by JCP. Portland, Oregon will have a store this year, Minneapolis and Indianapolis will come a bit later. There was a slight delay due to Gramm-Rudman. Magnetic tape sales are now being handled by the Sales Program. GPO is



doing a good job in expanding its foreign sales and participating in USIA book fairs around the world. The average price of a publication in GPO's inventory has only gone from \$5.96 to \$6.85 in the last four years. In the last year it has gone from \$6.68 to \$6.85 or a 2½ per cent increase. In most categories they have reduced prices of publications. They may have more problems this year considering the rising prices of paper and postage.

#### Library Programs Service Update

Mark Scully, Director of the Library Programs Service, recalled Mr. Kennickell's remarks on Wednesday about the turning point which was being reached this year in the activities of the GPO, especially in the swiftly growing area of electronic dissemination and the likelihood that GPO and LPS stand to benefit from the results of the OTA study. He reviewed the contents of Vol. 9, no. 4 of Administrative Notes containing progress reports from many areas of LPS. With regard to the Interagency Seminar scheduled for April, he said that if it turns out well it may become a recurring event. GPO received two responses to their widely advertised solicitation for a study of the number and types of users of academic and public depository libraries. He emphasized how important it is for the future of the depository system that the libraries cooperate fully with the study.

#### Financial Update

Joe Cannon, Assistant Public Printer for Financial Policy and Planning, described the funding process, particularly the Salaries and Expenses Appropriation, and how the 1989 request compares with previous appropriations. Although their 1989 budget is approximately \$900 million, very little is appropriated to them from Congress. They use a revolving fund concept established 120 years ago. GPO pays all its expenses from these funds. They try to make a profit of about 1½ per cent in their printing and binding program in order to finance their modernization efforts. The profits from publication sales must be returned to the Treasury. They have not asked for any specific funds for pilot studies, however they believe certain projects can be accomplished within their 1989 request.

#### Project on Users of Depository Libraries

Mr. Fossedall introduced Dr. Peter Hernon and Dr. Charles McClure and gave the background of the study explaining how an OTA questionnaire for GPO had led to his discovery that there were no good figures on how many people use the depository program. Facing the prospect of extra expenses for electronic dissemination, he decided they had to have figures to back up the program.

Dr. McClure started by explaining that the question they have been hired to answer sounds amazingly easy but really is extremely complex. To aid them, an advisory committee composed of Anne Watts, Steve Zink, Dennis Bruce, Carol Gordon, Jaia Barrett, Vicki Phillips and Mark Scully. Their aim in this presentation was to give a status report on where they are at the moment, a discussion of the issues they are still trying to resolve and to achieve two additional objectives: to provide a mechanism for understanding what is reasonable to expect from the study and to emphasize the importance of depository library participation.

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The aim of the study is to find out the number of users of academic and public depository libraries during a specific time period and then, if possible to discover some of the characteristics of these users. Users are very different from uses. Hernon and McClure have completed a literature survey which showed no previous user studies in the documents area. They have decided not to use a sample but to request the cooperation of all the depositories. They are designing a packet of data collection instruments which will be pretested and then sent to all depositories. Issues they are still trying to resolve include definitions of users, of collection points in libraries, how to handle users of non-GPO documents, etc. Most important are the trade offs which must be accepted between the ideal collection of data and the cooperation which can be realistically expected from depositories, not to mention the constraints of money and time which were written into the contract. They do not expect this study to be perfect but they will come up with an estimate of the number of users and will be cast in a framework in which the specific assumptions and limitations are clearly identified. Audience reaction throughout the presentation underscored the difficulty of the project and of finding common ground between depositories. The last minutes of the presentation were used for getting audience reaction to possible weeks for data collection, the number of days which should be used, the question of whether staff would be willing to keep log during off hours, and how to encourage participation.

#### Open Forum

Vicki Phillips began the open forum with the presentation of the Report of the Subcommittee on Electronic Distribution to the Chair, who promised to transmit the report to the appropriate people at GPO. Following are some points of interest which emerged during the open forum discussions.

1. In response to questions concerning the microfiche contracts now being let and the priority being given to different classes of fiche, Sheila McGarr presented an update on the new contract. One contract is in place. It has taken an inordinate amount of time to get the contracts out since they have undergone much scrutiny at GPO. Hopefully the majority of the contracts will be out by the end of May. The oldest documents will be done first.
2. With regard to claims, Carol Collier reported on a study of University of Wyoming claims from August, 1986 to February 29, 1988. Her conclusions were that there seem to be some item numbers that recur more often than would be normal and that some claims are never cleared. 32% of their paper claims and 17% of the fiche claims were unfilled. Carol invited others to join in conducting similar studies with the aim of further documenting the problem.
3. In answer to a question concerning DMA maps and when they would be coming into the system, it was explained that LPS was having trouble getting them to carry out their agreement and that DMA was having staffing problems.
4. To a question concerning the floppy disks which contain



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the data on fugitive documents that Bernadine Hooduski sent to Sheila McGarr, Sheila responded that the data on the disks is not in d-base format and she has not had anyone available to reprogram the data or annotate it.

5. There was some problem with the computer program for the item number index which had been scheduled for the December edition of the List of Classes. It is now planned for the March edition.
6. Some confusion developed over the microfiche copies of missing indexes to the Daily Congressional Record, Volume 131, which Council had requested in October, 1986. (Recommendation 8.2c). It was apparently impossible to find any copies to film, but Bernadine Hooduski said she could probably borrow them for LPS from the Senate Library.
7. Bonnie Trivizas explained in answer to a questions about the progress of ACSIS, that the requirement documents are 90% completed, but that it will be at least 6 months before Data Systmes can even look at them. However, the microcomputers LPS has acquired will be used for prototyping various components of ACSIS and as a requirement to verification for ACSIS. Also they will be used to capture data for ACIS - retro-spective data in machine readable form which will be able to be folded into ACSIS when the time comes.
8. Sheila McGarr pointed out that the new column "Whatever happened to..." in Administrative Notes is now showing more and more discontinued series and items.
9. There is a cataloing backlog of 9,600 - about 1,000 higher than last year. There are trying to expedite important materials. Part of the problem is hiring and retaining good catalogers. Mark Scully reported he has had some encouraging dialog with GPO's Personnel Director and made a plea for more flexiblity in hiring librarians. He will report at the next Council meeting.
10. There was considerable discussion of the microfiche situation despite the fact that GPO personnel could not comment on it. Strong dissatisfaction was expressed about the large gaps in holdings depository libraries are experiencing and the difficulty of knowing whether or not any particular issue or publication is just delayed or if it has been impounded.
11. National Ocean Survey maps will be available by October, 1988. GPO staff are now working on classification and surveys.

#### Recommendations and Farewells

The meeting resumed at 9:00 a.m. on Friday with the presentation of Council's recommendations. They were read, modified, and voted upon by roll call. All passed.

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Council then turned to the election of the Chair-elect. Ridley Kessler and Sally Holterhoff were nominated. Mr. Kessler was elected. Carol Collier was appointed secretary.

Mark Scully presented certificates of appreciation to the outgoing members of the Council. The meeting was then adjourned.

Respectfully submitted,

Rosamond Jacob  
Secretary

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#### FURTHER ACTION ON RAIN CHECKS

The review of outstanding rain checks continues. The publications on the following lists cannot be supplied by the Library Programs Service for one or more of the following reasons:

1. The publication is in color and/or too small to microfiche.
2. The publication is in color and/or too large to microfiche.
3. The issuing agency cannot supply the missing issues. LPS cannot legally reprint an agency-originated publication out of its appropriated funds.
4. The publication could not be obtained through GPO's Documents Sales Service.
5. The publication, poster, or map is in color. The costs are prohibitive for reprocurring such small quantities.

While LPS has been unsuccessful in fulfilling these rain checks, depository libraries have begun to receive microfiche for other outstanding rainchecks.



SHIPPING LIST NO.	ITEM NO.	CLASSIFICATION NO.
84-1010-4	856-A-1	PREX 3.10/4:L 54/3
84-1010-4	856-A-1	PREX 3.10/4:L 54/2
84-1024-4	856-A-1	PREX 3.10/4:G 56
84-1024-4	856-A-1	PREX 3.10/4:N 51
84-1030-3	856-A-1	PREX 3.10/4:W 89/14
84-1105-6	856-A-1	PREX 3.10/4:An 8/9
84-1130-3	830-C	NAS 1.2:Se 4/984
84-1206-4	856-A-1	PREX 3.10/4:R 24
84-1210-3	856-A-1	PREX 3.10/4:W 89/11
84-1214-6	856-A-1	PREX 3.10/4:T 84
84-1220-2	856-A-1	PREX 3.10/4:So 8
84-1231-1	856-A-1	PREX 3.10/4:4 9/2
84-1231-7	856-A-1	PREX 3.10/4:Af 8/9
85-30-P	856-A-4	PREX 3.10/7:CR84-10106
85-31-P	856-A-1	PREX 3.10/4:G 93/3
85-50-P	856-A-1	PREX 3.10/4:H 78
85-52-P	856-A-1	PREX 3.10/4:C 33 A/3
85-152-P	9	A 1.9:2278
85-220-P	856-A-1	PREX 3.10/4:T 84/4
85-255-P	856-A-1	PREX 3.10/4:N 56/3
85-503-P	856-A-1	PREX 3.10/4:P 19/2
85-551-P	856-A-1	PREX 3.10/4:Un 4/4
85-566-P	856-A-1	PREX 3.10/4:G 99/3
85-600-P	856-A-1	PREX 3.10/4:W 89/17
85-641-P	856-A-1	PREX 3.10/4:L 56
85-651-P	1061-G-1	Y 3.F 31/21-3:9/CASE 305-306
85-654-P	856-A-4	PREX 3.10/7:CR85-11682
85-753-P	856-A-1	PREX 3.10/4:Is 7/6
85-773-P	856-A-1	PREX 3.10/4:So 8/18
85-845-P	856-A-4	PREX 3.10/7:CR85-10651
85-846-P	856-A-1	PREX 3.10/4:Ea 7/10
85-1021-P	856-A-4	PREX 3.10/7:CR85-15193
85-1086-P	985	VA 1.2:Ag 3/4
85-1156-P	856-A-1	PREX 3.10/4:B 39/5

## PUBLICATIONS THAT CANNOT BE PROCURED BY GPO

SHIPPING LIST NO.	ITEM NO.	CLASSIFICATION NO.
84-1005-5	982-D-1	TD 8.2:R 43/2
84-1010-4	654-A	I 29.8:C 16
84-1011-2	831-B01	NF 3.11:5/8
84-1031-4	421-E-4	D 301.26/17-2:3265701SO1841
84-1012-1	631	I 53.2:UP 6
84-1102-3	325-B	D 101.101:102-35 L10/H-DB
84-1113-3	619-G-2	I 19.80:In 2
84-1128-4	424-F	D 301.6/5:M 18/V.1
84-1210-2	660	I 27.2:P 12
84-1217-1	250-F	C 55.22/2:T 78
84-1221-4	876-B	S 1.40/2:N 8/983
84-1231-4	325	D 101.2:L 56
85-151-P	359	D 105.2:T 67
86-10-P	651	I 29.88/6:J 34
86-31-P	304-G	D 1.41:29/3
86-68-P	619-G-2	I 19.42/4:84-4284
86-88-P	384-A-1	D 214.24:15/1
86-126-P	876	S 1.2:P 26/30
86-130-P	612	I 49.2:W 53/10
86-137-P	146	C 3.2:Ed 8/flier
86-225-P	901-B	SBA 1.2:Su 1/5
86-292-P	321-B-1	D 118.9:39/2
86-312-P	334-A-29	D 103.44:116-1
86-318-P	80-F	A 13.92/2:OK 1/MAPS
86-328-P	384-A-1	D 214.24:15/4
86-386-P	475	HE 20.4002:Q 2/5/SPANISH
86-450-P	651	I 29.6:N 19/985
86-522-P	334-C-1	D 103.49/3:W 37
86-531-P	321-A	D 101.47:32/6
86-558-P	651	I 29.88/6:K 69/2
86-586-P	323-A	D 101.43:32/3
86-692-P	612	I 49.2:C 42/3
86-705-P	431-I-1	EP 1.2:W 53/4
86-711-P	384-A-1	D 214.24:15/8
86-758-P	325	D 101.2:F 17
86-760-P	334-A-21	D 103.69:10/9
86-803-P	419-B	D 209.13:26/1
86-820-P	334-A-21	D 103.69:10/10
86-828-P	831-B-2	NF 2.2:P 94/6
86-994-P	383	D 214.2:Ac 7



## PUBLICATIONS THAT CAN NOT BE PROCURED BY GPO

SHIPPING LIST NO.	ITEM NO.	CLASSIFICATION NO.
85-4-P	603-G	I 1.98:P 87/4/final
85-54-P	80-G	A 13.28:W 58/7
85-61-P	603-G	I 1.98:W 58/4/Visual
85-76-P	851-J-3	PR 40.8:Y 8/In 8/4
85-148-P	85	A 13.13:W 15/12
85-150-P	80-G	A 13.28:C 42/6
85-150-P	80-G	A 13.28:C 42/7
85-151-P	359	D 105.2:T 67
85-178-P	80-G	A 13.28:N 49/3
85-194-P	831-B-1	NF 3.11:6/1
85-218-P	421-E-4	D 301.26/17-2:30470018301
85-278-P	631	I 28.37/A 2:Io 9/983
85-282-P	421-E-4	D 301.26/17-2:32656C01S018411
85-282-P	421-E-4	D 301.26/17-2:32657A02S018412
85-314-P	876	S 1.2:So 8/8
85-329-P	603-G	I 1.98:Ea 3/draft
85-346-P	85	A 13.13:Oz 1/5
85-351-P	603-G	I 1.98:Ac 7/2/draft
85-363-P	275-E	C 55.108:H 99/2/V.2
85-547-P	325	D 101.2:T 68/3
85-571-P	532-E-10	HE 20.9102:W 89
85-607-P	651	I 29.88/6:M 66
85-616-P	447-A-13	HE 20.3852:A1 9/985
85-616-P	651	I 29.6/6:L 14 C
85-629-P	425-A-7	D 305.11:984
85-673-P	85	A 13.13:M 75/6/985
85-694-P	80-H-1	A 13.104:Ou 8
85-784-P	384-A-1	D 214.24:14/8
85-812-P	982-D-1	TD 8.2:Y 8/6
85-903-P	80-F	A 13.92:B 48/Map/Alt.F
85-910-P	80-F	A 13.92:B 48/Map/Alt.C
85-903-P	80-F	A 13.92:B 48/Map/Alt.H
85-903-P	80-F	A 13.92:B 48/Map/Alt.A
85-903-P	80-F	A 13.92:B 48/Map/Alt.B
85-910-P	80-F	A 13.92:B 48/Map/Alt.D
85-910-P	80-F	A 13.92:B 48/Map/Alt.E
85-910-P	80-F	A 13.92:B 48/Map/Alt.G
85-985-P	423-A	D 301.44:41/9
85-1099-P	321-A	D 101.47:31/10
85-1131-P	612-C	I 49.44/2:A1 1 S/2
85-1131-P	384-A-1	D 214.24:14/11
86-704-P	325-B-6	D 101.22/22:600-4
86-944-P	325-B-6	D 101.22/22:600-4/985

## Preliminary Report

Depository Library Council  
Subcommittee on Electronic Distribution

March 9, 1988

At the October, 1987, meeting of the Depository Library Council, a subcommittee was formed to assist GPO in the development of its plans for pilot projects to test the feasibility of including electronic information products in the Depository Library System. The subcommittee members appointed by the Chairmen are Vicki Phillips, Dennis Dickinson, and Judith Russell. The Committee has provided its assistance to GPO principally by gathering information about existing CD-ROM product development activities in a variety of Federal agencies.

CD-ROM was selected for evaluation by the Subcommittee because several presentations at the Fall Council meeting indicated that CD-ROM was rapidly becoming a significant method of electronic dissemination for Federal agencies. Jerry McFaul, a computer scientist with the U.S. Geological Survey, noted in his presentation to Council that he chairs a special interest group on CD-ROM (SIGCAT) which includes approximately 2,000 individuals from government and industry who are involved in the application of CD-ROM technology.

A list of current CD-ROM projects provided by SIGCAT became the basis for this analysis. Twenty-four agencies were identified as involved in CD-ROM projects that were (1) using Federal information and (2) managed by agency personnel and/or funded with federal funds. Several of these agencies were identified as having multiple projects. The balance of the projects identified by SIGCAT were not analyzed by the Subcommittee because they involved private sector CD-ROM publishing activities, although some did include federal data.

Each agency was contacted by telephone to determine the characteristics of its existing CD-ROM projects, including the production schedule, content, present distribution plans of the publishing agency, and the retrieval and analysis software in use. For software that was not in the public domain, an attempt was made to determine the applicable software licensing fees. The results are summarized below by agency. Many of these projects are still in the early stages of development and their final form and content cannot yet be determined.

This information is compiled only as background for Council discussions of policy issues related to electronic dissemination and is offered in order to provide some concrete information



which may facilitate our efforts to assist GPO in their identification of the characteristics of Federal CD-ROM information products that are desirable and/or feasible for distribution to Depository Libraries. Listing these projects does not constitute a request by Council for their inclusion in the Depository Library System, and individuals reviewing this Subcommittee report should not assume that any or all of these projects are necessarily going to be included in the Depository Library Program, now or in the future.

#### Agricultural Extension Service (USDA)

A two-disc CD-ROM project is planned with the National Agricultural Library for FY1989. Copies would be used at Extension offices; copies will not be sold. Content will be Agricultural Extension bulletins and factsheets, stored as ASCII text with bit mapped images for graphics. Software would be Personal Librarian at \$600 per site or \$10,000 flat rate for a maximum of 100 copies.

#### Army Corps of Engineers

A CD-ROM is to be pressed in February or March for distribution to Corps division offices. Approximately 200 copies will be pressed; copies will not be sold. Content will include wetland evaluation software, list of endangered species, environmental regulations from CFR and Federal Register, federal acquisition regulations (FAR) and an environmental personnel directory. Software will be TMS with a per reader/player licensing fee of \$500.

#### Army Intelligence & Threat Analysis Center

A demonstration project is in process using internal, unclassified documents on a combination of hard disk and WORM. There is a possibility of future CD-ROM projects.

#### Army Library (Pentagon)

An initial CD-ROM has been pressed and the first quarterly update is being prepared for use by Army Library and affiliated libraries. Less than 20 copies will be made; copies are not being sold. Content includes the Army Library holdings. Software is from Online Computer Systems with a per workstation licensing fee of \$150.

#### Bureau of Labor Statistics (BLS)

No active CD-ROM project is underway at this time. Several projects are under consideration for FY1989 or FY1990 to distribute BLS data on CD-ROM. Candidate projects include employment/unemployment data, consumer expenditures and other data supporting the Consumer Price Index.

#### Bureau of the Census

A second prototype CD-ROM to be pressed in February or March. Approximately 500 copies will be made; 250 copies will be for sale at an estimated price of \$100 each. Content will include data from the Census of Agriculture and Census of Retail Trade. Software includes a public domain module for simple retrieval of tables; data will be formatted to the dBase file structure which can be read and/or converted by many other popular off-the-shelf software packages to permit data manipulation. Additional CD-ROM are planned for the economic census and the 1990 census of population.

#### Defense Mapping Agency (DMA)

DMA plans to produce 10 to 12 CD-ROM in FY1989 with raster images of DMA maps in the 1:200,000 scale or smaller. Up to 400 copies would be pressed for use by DMA and the military services; copies would not be sold. Software would be public domain software developed by DMA or military users of the DMA discs. DMA anticipates converting 5,000 square feet of maps per year to CD-ROM and producing approximately 9,000 master discs over a five year period (dependent upon funding). Some discs will contain classified material, but most will not.

#### Department of Transportation (DOT)

A demonstration project is underway using WORM. No CD-ROM project planned at this time.

#### Federal Deposit Insurance Corp. (FDIC)

Two CD-ROM projects are under development with prototype CD-ROM due this spring. Project 1 will require over 1,000 copies and Project 2 will require several thousand copies; no copies will be sold. Content for Project 1 is FDIC rules & regulations for use by field examiners; Project 2 will contain Uniform Bank Performance Ratio data which will be distributed quarterly to each participating bank. Software for Project 1 will probably be Group L with a license fee of \$30 to \$50 per product; software for Project 2 has not yet been determined, although Group L is also a possibility.

#### Geological Survey (USGS)

A third prototype CD-ROM to be pressed in February or March. Approximately 300 copies will be made and will be for sale at \$50 each. Content will be SONAR ocean bottom images from the Gulf of Mexico and other U.S. exclusive economic zones surveyed by USGS ships; the project is identified as GLORIA and involves cooperative efforts of USGS, NOAA and NASA. Software will be public domain, although an enhanced graphics software developed by NOAA may be sold for under \$100. Previous prototypes include earth science and geologic information including Landsat images along with sample CD-ROM retrieval software from several vendors (Prototype 1) and digitized USGS maps equivalent to \$16,000 if purchased on paper (Prototype 2).



### Government Printing Office (GPO)

The SIGCAT form merely reports the Depository Library Council's request for GPO to consider distribution of CD-ROM databases. GPO is also identified as a possible participant in the preparation of the FED-ROM disc, an interagency project to compile procurement regulations, telephone directories and other data of interest to multiple agencies onto a prototype CD-ROM. There is no schedule for production of the FED-ROM disc at this time.

### Internal Revenue Service (IRS)

Two projects are underway, one is a CD-ROM pilot project using published information and the other a WORM demonstration using internal documents. The CD-ROM pilot is using products commercially available from Prentice-Hall in twelve sites at IRS headquarters and in the regional offices; seven discs contain tax court decisions and related federal case law, revenue rulings and procedures, and private letter rulings. Updating is quarterly. Software is from Fulcrum Technology with two different front ends, one that mimics LEXIS and one that is menu driven. The pilot should conclude this Fall, and then a decision will be made to make to buy comparable discs. IRS Chief Council has identified 85 sites within the agency that could use this data on CD-ROM; no external distribution or sale of the data is planned. An agency committee is reviewing other possible CD-ROM applications for wider distribution with the 700 IRS offices; possible products include the Internal Revenue Manual (IRM), probably updated monthly, and taxpayer publications for use by IRS agents.

### Jet Propulsion Laboratory (JPL)

Multiple CD-ROM are planned containing planetary images, planetary analysis, and radiometry data. Two sample discs contain selected images of Mars, Jupiter, Saturn and Uranus. A three disc set is planned for April or May containing 6500 images of Uranus and its moons from Voyager missions. A five disc set is planned for Summer containing Voyager images of Saturn and Jupiter. By year end JPL hopes to have a CD-ROM with a radiometry database from Viking missions to Mars and a CD-ROM containing 20 years of planetary analysis reports, displayed as images and searchable as ASCII text. There is a possibility of a CD-ROM containing images of the Martian moon Phobos in 1989 and a follow on disc containing images of Phobos from a planned Russian mission that will take place in 1989 or 1990. Approximately 250 copies of each disc will be pressed; copies will not be sold, but will be distributed free to the scientific community; 25 sets will be maintained at JPL and available on loan to institutions wishing to use the data in research projects. All CD-ROM will use public domain software developed by NASA contractors or government personnel.

## Library of Congress (LC)

The Cataloging and Distribution Service expects to release three CD-ROM products this year. All will be for sale although prices have not been established. Content will include the subject authority file, the name authority file and MARC data. Software will be from Online Computer Systems; the licensing fee has not yet been established, but will be a percentage of the sales price.

## National Agricultural Library (NAL)

Four CD-ROM demonstration projects are planned during the next twelve months. The projects have been funded by approximately 40 land grant colleges and copies will be distributed to the library of each supporting institution; no copies will be sold. Contents of the four discs will be public domain information (with a limited amount of copyrighted material under license agreements) on aquaculture; food irradiation; international agricultural research (documents from CGIAR); and agent orange; an additional set of CD-ROM on acid rain is planned for FY1989 or FY1990, probably for wider distribution. Software for the first CD-ROM will be from Creative Index and will license for about \$30 per copy; three other software packages will be used for the other discs to allow for comparison of features and benefits.

## National Archives &amp; Records Service (NARS)

Two CD-ROM projects in the planning and evaluation stages; no funding is budgeted at this time. The first would take published indexes to archival records and store them on CD-ROM; the second would be to test the utility of CD-ROM for preservation of recorded (audio) data. Commercial software would probably be used, but none has been selected. The ten-year-old guide to the Archives is under revision and should be completed within 6 to 12 months and could be a candidate for publishing as the initial CD-ROM if funding is available.

## National Library of Medicine (NLM)

Demonstration projects are being conducted testing the utility of CD-ROM and WORM for medical education. A CD-ROM prototype was prepared in late 1986 using public domain software. The current projects use WORM. Both store x-ray images to test encoding techniques, access and resolution. Previous experiments found videodisc less satisfactory than slides for storage and retrieval of color images.

## National Oceanic &amp; Atmospheric Administration (NOAA)

A prototype CD-ROM containing solar terrestrial data was produced in the Summer of 1987. 650 discs were pressed and 400 have been distributed free to the scientific community. Content includes data from 16 or 17 NOAA databases covering geomagnetic, ionospheric and solar data, including sun spots and solar winds, summarized in increments from one minute up to one year. The software is public domain and was originally free; at present a



significantly improved version is being distributed for \$90. A deep sea drilling database should be available on CD-ROM in late 1988 or early 1989, using agency developed software. NOAA is cooperating with USGS on the initial GLORIA disc which will be produced this spring and hopes to see comparable discs for the California and Alaska coasts produced in 1989. Enhanced graphic software for the GLORIA discs will probably be sold for under \$100. NOAA is also experimenting with classified content on WORM.

#### Naval Air Systems Command (NASC)

NASC is evaluating CD-ROM produced by other agencies. A CD-Publisher is on order for delivery late this year and NASC will then have the capability to assist other Navy offices that wish to test CD-ROM capabilities with their own data.

#### Navy NESEA

A prototype CD-ROM is to be produced in March 1988. Only 5 or 6 copies will be pressed, solely for demonstration purposes. Content will be training and technical manuals presented both as ASCII (for text) and raster image (for graphics) data. Software is Group L with a licensing fee of approximately \$50 per disc. Follow on projects would probably utilize commercial software that is more suited to image processing that could support CAD/CAM (vector) images.

#### Navy Printing & Publishing Service (NPPS)

Incomplete information available. Two CD-ROM projects are under development. The first is being performed jointly with the Defense Logistics Support Agency and contains several logistic databases. The prototype will be produced this summer and distributed to 100 supply facilities; no sale or wider distribution of the prototype CD-ROM is planned since it contains company proprietary data. The software will be from Reference Technology, but the licensing fee has not yet been established. The second is part of a larger paperless ship project that is in the planning stages. Several prototype discs have been prepared containing unclassified forms, directives and technical manuals. Software used for the prototypes was Reference Technology, but a licensing fee was not available.

#### Nuclear Regulatory Commission (NRC)

NRC has two prototype projects, one on CD-ROM and one on WORM. The CD-ROM will be issued in late 1988 and will contain unclassified, but sensitive data, including proprietary data belonging to the companies operating nuclear power plants. Content will be a selection of heavily used documents for two specific nuclear power plants, including technical specifications, energy plans, and safety analysis, and will be produced jointly by the plants and NRC. Distribution is intended for NRC and the participating nuclear power plants only. Software has

not yet been selected. The second project provides data on site licensing for disposal of high level nuclear waste on WORM.

#### Patent and Trademark Office (PTO)

A prototype CD-ROM was produced in September 1987 for a pilot project; the first update is due in April and by October updates should be produced bimonthly. Only 15 sets have been distributed to selected Patent Depository Libraries for evaluation; no copies will not be sold. Content is a portion of the CASSIS database including current patent classification information, the Manual of Classification, and the assignee database. Software is from Reference Technology and the licensing fee is \$300 per workstation. Future discs may use alternative software with a licensing fee in the range of \$30 per copy.

#### Postal Service (USPS)

The Zip+4 database is stored on CD-ROM with monthly updates. 438 free standing workstations are using the discs in 275 large postal centers; copies are not for sale at this time, but the contractor, First Data Resources, is considering offering a modified system as a commercial product. Software is proprietary to the contractor and not separately priced, but a complete workstation, including software, and monthly updates for 3 years costs \$8,500 under the USPS contract. A competitive commercial product is available from Information Design for \$1,445 per year (excluding workstation) with quarterly updates.

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# WHAT EVER HAPPENED TO . . . ? ? ?

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## CLASS NO.

## ITEM NO.

## STATUS

E 1.17:	0474-A-06	<u>Energy Research Abstracts</u> , Issuing agency informs LPS that v. 13 (1988) will be delivered late. Only the January issue has been shipped so far. The camera ready copy of the remaining issues is backlogged at the printing contractor. Every effort will be made to get delivery back on schedule. Issues may be shipped out of sequence.
I 53.12:	633-A	<u>Your Public Lands</u> , Was discontinued with the Spring 1986 issue.
J 1.14/8:	717-C-5	<u>The FBI Law Enforcement Bulletin</u> , V. 57, no. 1 has just been acquired and will be distributed in the very near future.
LC 5.2:P 83	811-A	<u>A Portolan Atlas of the Mediterranean Sea and Western European Waters (with a world map)</u> , This publication will not be sent to depository libraries because this is not a Government publication as defined by Title 44 U.S.C.
LC 23.2:J 27	818	<u>Japanese Fairy Tale - The Boy Who Drew Cats</u> , Will not be sent to depository libraries under an exception as defined by Title 44 U.S.C. This publication was privately funded and is available for sale by the Library of Congress.
SE 1.11:	0908	<u>SEC Decisions</u> , V. 46 last volume. Agency does not plan to publish any more bound volumes.
Y 3.Eq 2:18/	1059-A-02	<u>EEOC Decisions</u> , The issuing agency reports internal problems with the subsequent distribution of the bi-monthly sets of fiche. They expect that the shipments will begin again soon.
Y 10.11:	1005-D	<u>Technical Analysis Papers</u> , The agency informs LPS that the last paper was issued in 1976. No more are planned unless requested by Congress. As that can happen at any time, LPS will not discontinue the item or class stem.
CR 1.12:	288-A-6	<u>New Perspectives</u> , Plans to go to press in the next 30 days for v.18, no. 3. This publication has not been printed since November 1986.

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